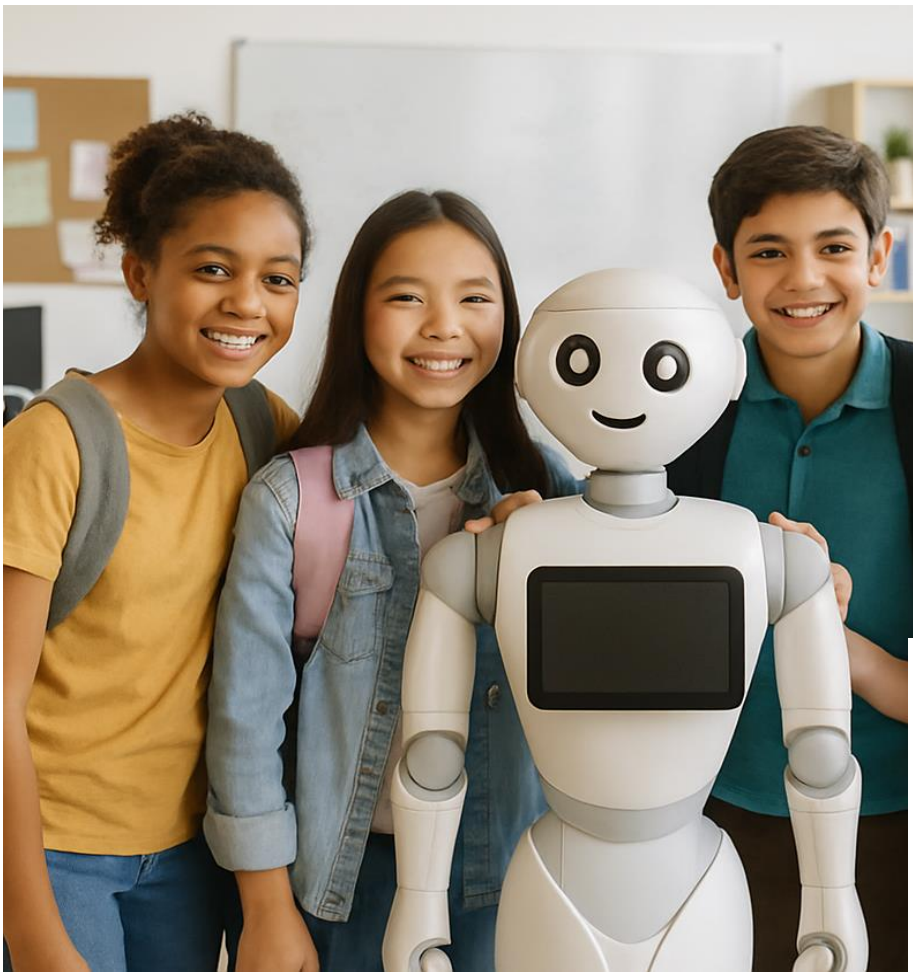
Student name	----------
Phone Number	----------

Computer World

Primary 5 _ Second Term 2026



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Lesson 1: My Digital Responsibilities Toward Others

(الدرس الأول: مسؤولياتي الرقمية تجاه الآخرين)

- The Concept: The internet is a place for communication and learning, not for abuse or mockery. Therefore, it must be used with respect and politeness.
- Digital Responsibility: It means thinking about the impact of our actions on others. We should be good digital citizens who respect others and take responsibility for everything we say or share.
    - *Example:* Before writing a comment, sharing a photo, or sending a message, ask yourself: "Will this annoy others or benefit them?"
- Good Use of Technology: Using technology for beneficial acts, such as helping others and participating in community service projects.
- Values of a Digital Citizen: Honesty, Integrity, Respect, Belonging, and Cooperation.

Rights and Duties of a Digital Citizen

1. Rights (الحقوق):

- Protection against piracy.
- The ability to interact with others online.
- Sharing and obtaining information.
- The ability to use the internet whenever needed.

2. Duties (الواجبات):

- Respecting diverse sources.
- Respecting others' privacy.
- Ensuring safe sharing online.
- Showing positive behavior when dealing with others.

The Importance of Social Institutions (Schools & Media)

- Schools and media help spread digital awareness and safety campaigns.
- They encourage using the internet to spread goodness and knowledge.
- They remind users of the importance of not spreading rumors or incorrect information.

Model (1)

Q1: Put (✓) for true and (✗) for false statements:

1. The internet should be used for mockery and abuse. ( )
2. Digital responsibility means thinking about how our actions affect others. ( )
3. Protection against piracy is one of your digital rights. ( )
4. You should share your friends' private photos without their permission. ( )
5. Honesty and cooperation are values of a good digital citizen. ( )
6. You have the right to access the internet whenever you need it. ( )
7. Digital citizens do not need to respect diverse sources of information. ( )
8. Schools play a role in spreading digital safety awareness. ( )

Q2: Complete the sentences by choosing the correct answer:

1. Using technology to help others is considered a _____ use.
   (a) Bad (b) Beneficial (c) Harmful (d) Negative
2. One of your digital _____ is respecting others' privacy.
   (a) Rights (b) Duties (c) Hobbies (d) Games
3. We must avoid spreading _____ or incorrect information online.
   (a) Knowledge (b) Facts (c) Rumors (d) Science
4. Digital citizens must show _____ behavior when dealing with others. (a) Aggressive (b) Positive (c) Selfish (d) Weak
5. Being protected from hackers is a right called protection against _____. (a) Piracy (b) Learning (c) Cooperation (d) Respect
6. We should ask ourselves if our posts will _____ others before sharing. (a) Help (b) Annoy (c) Teach (d) Save
7. Media and _____ help in promoting digital awareness. (a) Markets (b) Schools (c) Parks (d) Clubs

Model (2)

Q1: Put (✓) for true and (✗) for false statements:

1. Writing a helpful comment on a friend's post is a responsible act. ( )
2. You can use any information online without respecting its source. ( )
3. Sharing information is a right, but it must be done safely. ( )
4. A good digital citizen uses the internet to participate in community projects. ( )
5. Digital awareness campaigns are only the responsibility of individuals. ( )
6. Integrity means being honest in your digital interactions. ( )
7. Mocking someone in a private message is acceptable digital behavior. ( )
8. You have the right to interact with others through digital platforms. ( )

Q2: Complete the sentences by choosing the correct answer:

1. Before sharing a photo, a responsible citizen thinks about its _____.
   (a) Color (b) Price (c) Impact (d) Size
2. Respecting _____ means not looking at others' private files.
   (a) Privacy (b) Piracy (c) Speed (d) Internet
3. When you use the internet to spread "Goodness," you are being a _____ citizen. (a) Lazy (b) Good digital (c) Bad (d) Passive
4. One of the values that defines a digital citizen is _____.
   (a) Mockery (b) Honesty (c) Theft (d) Ignorance
5. Obtaining information from the internet is a digital _____.
   (a) Duty (b) Right (c) Problem (d) Error
6. Safe sharing online is a _____ that every user must follow.
   (a) Duty (b) Right (c) Software (d) Device
7. Digital citizenship values include respect and _____.
   (a) Fighting (b) Cooperation (c) Piracy (d) Laziness

Model (3)

Q1: Put (✓) for true and (✗) for false statements:

1. A responsible digital citizen takes responsibility for what they share. ( )
2. Spreading incorrect information helps the community grow. ( )
3. Schools encourage students to use the internet for spreading knowledge. ( )
4. You should delete your digital footprint to avoid being a citizen. ( )
5. Digital responsibility involves asking yourself "Is this useful?" before posting. ( )
6. Rights and duties are both essential for a safe digital environment. ( )
7. Being a digital citizen means you can do whatever you want without limits. ( )
8. Respecting diverse sources helps in obtaining accurate information. ( )

Q2: Complete the sentences by choosing the correct answer:

1. If you see a rumor online, a responsible citizen should _____.
   (a) Share it (b) Not spread it (c) Like it (d) Copy it
2. The internet is a place for _____ and learning.
   (a) Bullying (b) Communication (c) Stealing (d) Piracy
3. Belonging and respect are part of the _____ of a digital citizen.
   (a) Values (b) Tools (c) Cables (d) Screens
4. Interacting with others online must be done with _____.
   (a) Anger (b) Politeness (c) Mockery (d) Fear
5. Institutions like the media remind us to spread _____.
   (a) Rumors (b) Truth (c) Falsehood (d) Hate
6. Protection from piracy ensures your digital content is _____.
   (a) Safe (b) Stolen (c) Deleted (d) Public
7. Thinking about others' feelings online is a sign of digital _____.
   (a) Weakness (b) Maturity (c) Ignorance (d) Failure

Lesson 2: My Journey into the Science of Websites

(الدرس الثاني: رحلتي في علم المواقع الإلكترونية)

- Introduction: Websites are an essential part of our daily lives. They consist of texts, images, and links that can be easily accessed via the internet.
- Website Components (Website Tools):
  1. Menu Bar: Helps the user navigate between different pages.
  2. Search Box: Makes it easy to find specific information within the site.
  3. Interaction Buttons: Enable us to share or save useful content.
- Useful and Reliable Websites:
  - They provide accurate and useful information in science, history, and technology.
  - Through these sites, we can read books, watch educational videos, and learn about new topics that develop our thinking and knowledge.
  - Examples: Egyptian Knowledge Bank (EKB), Digital Library of Alexandria.
- Characteristics of Reliable Websites:
  1. Affiliated with well-known institutions.
  2. Provide information with accuracy and clarity.
  3. Do not publish false or misleading news.
- Tips for Verifying Websites:
  - Check the website's URL and the source.
  - The website must be organized and easy to use.
- Characteristics of a Good Website:
  - Organized and user-friendly.
  - Attractive in its design.

- Helps the visitor reach what they want easily.
- *Rule:* The more organized the content and the simpler the language, the more useful the site becomes.

- Creating a Website:
  - You can create a simple website to present an idea or a school project using digital tools like Google Sites and WordPress.
  - You can add texts, images, and links inside your website.
- When Designing a Website, Remember:
  - The content must be useful and clear.
  - Be responsible when presenting information.
  - Provide information that helps others safely and securely.
  - By doing this, we apply belonging, cooperation, and accuracy in our digital environment.

Model (1)

Q1: Put (✓) for true and (✗) for false statements:

1. Websites consist only of images without any texts. ( )
2. The Menu Bar helps users navigate between website pages. ( )
3. The Egyptian Knowledge Bank (EKB) is a reliable website. ( )
4. A search box makes it difficult to find information. ( )
5. Reliable websites often publish misleading news. ( )
6. You can use Google Sites to create a school project website. ( )
7. A good website should be attractive in its design. ( )
8. Interaction buttons are used to turn off the computer. ( )

Q2: Complete the sentences by choosing the correct answer:

1. To navigate between pages easily, we use the _____.
   (a) Menu Bar (b) Mouse Pad (c) Printer (d) Power Cable
2. The Digital Library of _____ is an example of a reliable source.
   (a) Cairo (b) Giza (c) Alexandria (d) Luxor
3. Websites are composed of texts, images, and _____.
   (a) Papers (b) Links (c) Pens (d) Books
4. A _____ website is affiliated with well-known institutions.
   (a) Fake (b) Dangerous (c) Reliable (d) Slow
5. Using _____ language makes the website content more useful.
   (a) Complex (b) Simple (c) Hard (d) Encrypted
6. To find specific information quickly, we use the _____.
   (a) Search box (b) Delete key (c) Screen (d) Battery
7. _____ is a tool used to create websites.
   (a) Excel (b) WordPress (c) Paint (d) Calculator

Model (2)

Q1: Put (✓) for true and (✗) for false statements:

1. A good website helps visitors reach their goals easily. ( )
2. You cannot add images to a website you design yourself. ( )
3. Reliable sites provide accurate information in various sciences. ( )
4. It is important to check the source and URL of a website. ( )
5. Using "WordPress" requires a professional engineer only. ( )
6. Organized content makes the website more beneficial for users. ( )
7. Educational videos can be found on reliable websites. ( )
8. Interaction buttons allow users to save useful content. ( )

Q2: Complete the sentences by choosing the correct answer:

1. When designing a site, you must be _____ in presenting info.
   (a) Lazy (b) Responsible (c) Fast (d) Careless
2. One characteristic of a good website is being _____.
   (a) Crowded (b) Organized (c) Disorganized (d) Empty
3. Google _____ is a popular tool for building simple websites.
   (a) Maps (b) Translate (c) Sites (d) Drive
4. Reliable websites do NOT publish _____ news.
   (a) Accurate (b) Scientific (c) Misleading (d) Clear
5. Design should be _____ to catch the visitor's eye.
   (a) Dull (b) Attractive (c) Scary (d) Boring
6. We can apply _____ by providing safe information to others.
   (a) Piracy (b) Cooperation (c) Theft (d) Conflict
7. Websites are a part of our _____ life.
   (a) Old (b) Daily (c) Secret (d) Impossible

Model (3)

Q1: Put (✓) for true and (✗) for false statements:

1. The quality of a website depends on how organized its content is. ( )
2. Information on the internet is always 100% accurate. ( )
3. Digital tools allow students to present their ideas through websites. ( )
4. An unorganized website is easy for visitors to use. ( )
5. Accuracy is a key value when sharing information online. ( )
6. You should ignore the website source if the design is beautiful. ( )
7. Texts and links are the only components of a website. ( )
8. Creating a website for a school project is a good use of technology. ( )

Q2: Complete the sentences by choosing the correct answer:

1. A responsible digital citizen provides information with _____.
   (a) Accuracy (b) Errors (c) Lies (d) Doubt
2. If a website has many spelling errors, it might NOT be _____.
   (a) Small (b) Large (c) Reliable (d) Fast
3. Designing a website to help others reflects the value of _____.
   (a) Selfishness (b) Belonging (c) Ignorance (d) Greed
4. To reach a specific topic on EKB, the best tool is the _____.
   (a) Search box (b) Scroll bar (c) Exit button (d) Speaker
5. A website that is "Easy to use" is a sign of _____ design.
   (a) Poor (b) Good (c) Random (d) Ancient
6. We add _____ to a site to connect it to other related pages.
   (a) Videos only (b) Links (c) Sounds only (d) Icons
7. Reliable websites are characterized by providing info with _____.
   (a) Clarity (b) Confusion (c) Mystery (d) Darkness

Lesson 3: Internet Services

(الدرس الثالث: خدمات الإنترنت)

- Introduction: The internet is one of the most important tools of the modern era, providing us with different types of websites (Commercial and Non-Commercial).
- Non-Commercial Websites:

  - Goal: To spread knowledge and exchange information.
  - Purpose: They provide a public benefit without a profit motive.
  - Benefits: We can read books, watch lessons, and gain new skills for free.
  - Examples: Educational sites, Digital Libraries (e.g., Egyptian Knowledge Bank, Alexandria Library), and E-learning platforms.

- Commercial Websites:

  - Goal: Used for buying and selling operations online.
  - Purpose: They aim to make a profit.
  - Features: They include digital advertisements to promote products and attract consumers.
  - Benefits: These sites save us time and effort.
  - Precaution: They require awareness and caution during use.
  - Examples: Online stores for clothes, tools, games, etc. (e.g., Amazon, Noon).

- Dealing with Digital Advertisements:

  - Users must be aware because:

1. Some ads may be misleading or dishonest.
2. They sometimes show products at tempting prices or with false promises to grab attention.

  - Think carefully before clicking on any ad or entering data into any site.

- Online Shopping:
  - A useful way to provide comfort and a variety of product choices.
  - Risks: It becomes dangerous if we don't follow safe purchasing behaviors, such as:
    1. Reading user reviews (ratings).
    2. Choosing trusted and well-known websites.
    3. Not sharing personal data with untrusted parties.
- Guidelines for Safe Online Shopping:

1. Do not share passwords or personal information (card numbers, address) except on trusted sites.
2. Ensure the site is secure by looking for the Padlock icon next to the URL.
3. Ensure the website address starts with https://.

- *Note:* https:// indicates that the site uses a data protection system.

- Conclusion: By using the internet with a conscious mind and responsible behavior, we protect ourselves and become mature digital citizens.

Model (1)

Q1: Put (✓) for true and (✗) for false statements:

1. Non-commercial websites aim to make a lot of profit. ( )
2. Amazon is an example of a commercial website. ( )
3. The Egyptian Knowledge Bank provides information for free. ( )
4. Digital advertisements are always 100% honest. ( )
5. "https" at the beginning of a URL means the site is secure. ( )
6. Commercial sites help us save time and effort. ( )
7. You should share your password on any website to get prizes. ( )
8. Digital libraries are considered non-commercial websites. ( )

Q2: Choose the correct answer from the four options:

1. _____ websites aim to spread knowledge and information.
   (a) Commercial (b) Non-commercial (c) Fake (d) Advertising
2. An example of a trusted commercial website is _____.
   (a) EKB (b) Alexandria Library (c) Noon (d) Wikipedia
3. The _____ icon next to the URL indicates the site is secure.
   (a) Star (b) Padlock (c) Arrow (d) Circle
4. We use _____ websites to buy clothes and games online.
   (a) Commercial (b) Scientific (c) Governmental (d) Personal
5. A secure website address must start with _____.
   (a) http:// (b) www. (c) https:// (d) ftp://
6. Digital ads are used to _____ products to consumers.
   (a) Hide (b) Promote (c) Delete (d) Ignore
7. Reading _____ helps us know if a product is good or bad.
   (a) User reviews (b) Random ads (c) Fake news (d) Colors

Model (2)

Q1: Put (✓) for true and (✗) for false statements:

1. You should think carefully before clicking on any digital ad. ( )
2. Safe online shopping requires keeping your personal data private. ( )
3. Some ads use tempting prices to mislead users. ( )
4. It is safe to shop from a website that starts with "http" only. ( )
5. Non-commercial sites are useful for learning new skills. ( )
6. You can buy tools and electronics from Noon Egypt. ( )
7. Digital citizenship means being irresponsible online. ( )
8. User ratings are important for safe purchasing. ( )

Q2: Choose the correct answer from the four options:

1. If a website asks for your bank card number and it's not trusted, you should _____. (a) Give it (b) Refuse (c) Share it (d) Type it
2. The primary goal of educational platforms is providing _____.
   (a) Profit (b) Products (c) Public benefit (d) Ads
3. _____ is a sign that the website uses a data protection system.
   (a) .com (b) .org (c) https (d) .net
4. To protect yourself from misleading ads, you must be _____.
   (a) Fast (b) Aware (c) Careless (d) Angry
5. Online shopping is a useful tool that provides _____.
   (a) Comfort (b) Danger (c) Poverty (d) Laziness
6. The Alexandria Library website is a _____ source.
   (a) Commercial (b) Non-commercial (c) Risky (d) Fake
7. Sharing your _____ is dangerous during online shopping.
   (a) Opinion (b) Name only (c) Password (d) Rating

Model (3)

Q1: Put (✓) for true and (✗) for false statements:

1. Mature digital citizens use technology safely and correctly. ( )
2. A website starting with "https" is less secure than "http". ( )
3. All online stores provide the same level of security. ( )
4. Misleading ads often make promises that are not real. ( )
5. You can gain new skills for free through the Egyptian Knowledge Bank. ( )
6. Providing safe information to others reflects digital belonging. ( )
7. Buying and selling is the main activity on non-commercial sites. ( )
8. Digital awareness protects us from being deceived by ads. ( )

Q2: Choose the correct answer from the four options:

1. Why should we be cautious with digital ads? (a) They are expensive (b) They might be misleading (c) They are slow (d) They are old
2. What does a "Mature digital citizen" do? (a) Shares rumors (b) Uses tech responsibly (c) Hacks sites (d) Clicks all ads
3. When a site has the padlock icon, it means your data is _____. (a) Public (b) Protected (c) Stolen (d) Deleted
4. Which of these is a safe shopping behavior? (a) Ignoring reviews (b) Choosing trusted sites (c) Sharing passwords (d) Using http
5. Commercial websites contribute to the economy by _____.
   (a) Selling products (b) Hiding info
   (c) Giving free books (d) Teaching kids
6. If an ad offers a "Free Phone" but looks strange, it is likely _____. (a) True (b) Misleading (c) Official (d) Safe
7. Non-commercial sites are essential for _____. (a) Earning money (b) Educational growth (c) Selling ads (d) Shopping

Lesson 4: Web Browsers

(الدرس الرابع: متصفحات الويب)

- Browsers Definition: They are programs used to access websites and enable users to interact with their services.
- Examples of Browsers: Microsoft Edge, Google Chrome.
- Microsoft Edge Browser: It is one of the web browsers that helps you browse websites easily.
- Features of Microsoft Edge:

1. Windows Compatible: It works perfectly with the Windows operating system.
2. Fast Startup: It opens and runs quickly.
3. Security and Privacy: It provides strong protection for user data.
4. Collections Feature: Used to organize pages, links, and content in one place.

- Collections in Microsoft Edge:
  - You can download the program from the internet and start a collection.
  - Collections help in organizing pages and research materials.
- Steps to Create a Collection in Microsoft Edge:

1. Click on the Collections icon located on the toolbar.
2. Select "Start New Collection".
3. Type a Title (name) for your collection inside the box.
4. Add content to the collection by selecting "Add current page".
5. You can also select texts, links, or images and drag them into the collection.

Model (1)

Q1: Put (✓) for true and (✗) for false statements:

1. A browser is a program used to access websites. ( )
2. Microsoft Edge is not compatible with Windows. ( )
3. Google Chrome is an example of a web browser. ( )
4. The "Collections" feature helps in organizing web pages. ( )
5. You cannot add images to a collection in Microsoft Edge. ( )
6. Microsoft Edge is known for its fast startup. ( )
7. To start a collection, you first click on "Start New Collection". ( )
8. Browsers do not provide any security or privacy features. ( )

Q2: Choose the correct answer from the four options:

1. _____ is a software used to browse the internet.
   (a) CPU (b) Web Browser (c) Keyboard (d) Printer
2. Microsoft Edge is a browser that works perfectly with _____.
   (a) Android (b) Windows (c) Linux (d) DOS
3. The feature used to organize links and images in Edge is _____.
   (a) Delete (b) Collections (c) Paint (d) Calculator
4. To add the page you are currently visiting to a collection, choose __.
   (a) Delete page (b) Add current page (c) Close site (d) Restart
5. One example of a browser is _____ Chrome.
   (a) Microsoft (b) Google (c) Apple (d) Windows
6. The first step to create a collection is clicking on the _____ icon.
   (a) Collections (b) Sound (c) Battery (d) Print
7. You can add _____ to your collection.
   (a) Images only (b) Texts only (c) Links only (d) All of the above

Model (2)

Q1: Put (✓) for true and (✗) for false statements:

1. You can drag and drop links directly into a collection. ( )
2. Microsoft Edge provides privacy for its users. ( )
3. To organize your school research, you should use the Collections feature. ( )
4. "Start New Collection" is the last step in creating a collection. ( )
5. You must type a title for your collection to identify it. ( )
6. Web browsers allow users to interact with website services. ( )
7. You can only use Microsoft Edge if you have a Mac computer. ( )
8. Organizing pages into collections makes research easier. ( )

Q2: Choose the correct answer from the four options:

1. Microsoft Edge is famous for its speed and _____.
   (a) Danger (b) Security (c) Complexity (d) Weight
2. You can add content to a collection by _____ it into the frame.
   (a) Deleting (b) Dragging (c) Hiding (d) Breaking
3. The Collections icon is located on the _____.
   (a) Screen (b) Toolbar (c) Keyboard (d) Mouse
4. If you want to find a website, you use a _____.
   (a) Word Processor (b) Browser (c) Game (d) Camera
5. You can give your collection a specific _____ to stay organized.
   (a) Color (b) Title (c) Price (d) Sound
6. Using a browser with "Fast Startup" saves your _____.
   (a) Money (b) Time (c) Space (d) Health
7. Microsoft Edge is one of the browsers that helps you _____ websites. (a) Destroy (b) Browse (c) Steal (d) Ignore

Model (3)

Q1: Put (✓) for true and (✗) for false statements:

1. Using multiple browsers like Edge and Chrome is possible on one computer. ( )
2. A responsible digital citizen uses browsers to access reliable info. ( )
3. The Collections feature is useless for group school projects. ( )
4. Browsers are essential tools for digital learning. ( )
5. You can add text from a website to your collection for later use. ( )
6. Privacy features in Edge help protect you from digital risks. ( )
7. Typing a title for a collection is an optional and useless step. ( )
8. Browsers act as a bridge between the user and the internet. ( )

Q2: Choose the correct answer from the four options:

1. Why is the "Collections" feature useful for students?

(a) To play games (b) To organize research (c) To shut down (d) To draw

2. Which browser is developed by Microsoft?

   (a) Chrome (b) Edge (c) Safari (d) Firefox

3. To start a new project in Edge, you should click _____.

   (a) Start New Collection (b) Exit (c) Delete (d) Refresh

4. A browser is an example of _____.

   (a) Hardware (b) Software (c) CPU (d) Storage

5. Which of these is NOT a browser feature?

   (a) Security (b) Speed (c) Cooking (d) Organizing

6. When you select a paragraph and move it to a collection, this is called _____. (a) Crashing (b) Dragging (c) Printing (d) Coding

7. A secure browser helps protect your _____ online.

   (a) Food (b) Privacy (c) Clothes (d) Room

Lesson 5: My Journey Searching for Reliable Information

(الدرس الخامس: رحلتي في البحث عن المعلومات الموثوقة)

- Introduction: The internet is a huge library containing millions of pages that provide information, but not all information is accurate or correct. Therefore, we must learn how to search smartly and choose reliable sources that can be trusted.
- Digital Sources: These are found on the internet and include many types, such as:
  - Educational websites.
  - Digital libraries.
  - General encyclopedias.
  - Scientific articles.
- Examples of Useful and Reliable Digital Sources:

1. Egyptian Knowledge Bank (EKB). 2.Digital Library of Alexandria.

- Considerations for Choosing Reliable Sources: When choosing an internet source, check the reliability of the information by noticing:
  1. The presence of the author's name or the publishing entity.
  2. Mentioning the publication date or the last update.
  3. The text being free from spelling errors or illogical information.
  4. Clarity and organization of the information.
- Unknown or Unofficial Websites:
  - May contain incorrect information.
  - Do not rely on them without verifying their accuracy.
  - Tip: Always compare information from more than one source to verify its accuracy.
- Search Engines:
  - They help us access information quickly (e.g., Google).
  - It is better to use precise keywords when searching.
  - Choose results from educational or official websites.
- The Responsible Digital Researcher:
  - Chooses reliable sources.
  - Uses technology smartly and values information.
  - Spreads knowledge in a beneficial and safe way.

Intellectual Property: A responsible researcher mentions the names of the sources used at the end of their project to show respect for others' rights.

Model (1)

Q1: Put (✓) for true and (✗) for false statements:

1. All information found on the internet is always 100% accurate. ( )
2. The Egyptian Knowledge Bank is a reliable digital source. ( )
3. Reliable sources usually mention the author's name or the publisher. ( )
4. Spelling errors in a text can be a sign of an unreliable source. ( )
5. Google is one of the most famous search engines. ( )
6. You should rely on unknown websites without verifying them. ( )
7. Comparing info from multiple sources helps check its accuracy. ( )
8. Digital encyclopedias are a type of digital source. ( )

Q2: Choose the correct answer from the four options:

1. To find information quickly, we use a _____.
   (a) Printer (b) Search Engine (c) Speaker (d) Scanner
2. One example of a reliable source is the Digital Library of _____.
   (a) Cairo (b) Alexandria (c) Giza (d) Luxor
3. A responsible researcher mentions their _____ at the end of the project. (a) Hobbies (b) Sources (c) Password (d) Games
4. Mentioning sources shows respect for _____.
   (a) Piracy (b) Intellectual Property (c) Theft (d) Ads
5. Scientific _____ are considered useful digital sources.
   (a) Jokes (b) Articles (c) Rumors (d) Dreams
6. We should use precise _____ when using search engines.
   (a) Colors (b) Keywords (c) Pens (d) Numbers
7. Information must be free from _____ errors to be reliable.
   (a) Drawing (b) Spelling (c) Sound (d) Video

Model (2)

Q1: Put (✓) for true and (✗) for false statements:

1. Using precise keywords makes the search process more difficult. ( )
2. The publication date helps us know if the information is updated. ( )
3. Official websites often provide more accurate information. ( )
4. An unorganized website with logical errors is a reliable source. ( )
5. The internet is like a huge library with millions of pages. ( )
6. You should never compare information from different sources. ( )
7. A responsible researcher shares knowledge in a safe way. ( )
8. Unofficial websites might contain false information. ( )

Q2: Choose the correct answer from the four options:

1. If you find the same information in three different reliable sources, it is likely _____. (a) Wrong (b) Correct (c) A rumor (d) A joke
2. The _____ helps us know when the content was last updated.
   (a) Publication date (b) Screen size (c) Page color (d) Font type
3. A _____ citizen uses technology smartly to find knowledge.
   (a) Lazy (b) Bad (c) Digital (d) Passive
4. You can find digital sources like encyclopedias and libraries on the .
   (a) Television (b) Internet (c) Radio (d) Paper only
5. Searching "smartly" means choosing _____ sources.
   (a) Unknown (b) Reliable (c) Random (d) Fake
6. Respecting others' rights by citing sources is called _____.
   (a) Intellectual Property (b) Digital Piracy (c) Coding (d) Hacking
7. Results from _____ websites are usually preferred.
   (a) Gaming (b) Educational (c) Unknown (d) Anonymous

Model (3)

Q1: Put (✓) for true and (✗) for false statements:

1. Relying on a single source is enough for a professional research. ( )
2. Evaluating a website's reliability is a key skill for a digital researcher. ( )
3. Anyone can publish anything on the internet, even if it's wrong. ( )
4. Citing sources at the end of a presentation is a waste of time. ( )
5. Search engines prioritize official sites if you use good keywords. ( )
6. Logical information is a sign of a high-quality source. ( )
7. Digital sources include scientific articles and digital libraries. ( )
8. A researcher should value the information they find and share. ( )

Q2: Choose the correct answer from the four options:

1. What should you do if a website has no author or date?
   (a) Use it (b) Trust it (c) Be careful/Verify it (d) Share it
2. Using "Google" to find a school topic is a form of _____.
   (a) Digital search (b) Online shopping (c) Gaming (d) Chatting
3. Information that makes sense and is organized is called _____.
   (a) Logical (b) Random (c) Wrong (d) Hidden
4. Which of these is a sign of an UNRELIABLE website?

(a) Clear author (b) Date of update (c) Spelling errors (d) Organized info

5. The Egyptian Knowledge Bank (EKB) helps students by providing _____ knowledge. (a) Verified (b) False (c) Unknown (d) Dangerous
6. When a researcher cites a source, they are being _____.
   (a) Ethical/Honest (b) Dishonest (c) Lazy (d) Fast
7. A "huge library" is a metaphor for the _____.
   (a) Mouse (b) Keyboard (c) Internet (d) Screen

Lesson 6: The Art of Communication and Collaboration in the Digital World

(الدرس السادس: فن التواصل والتعاون في العالم الرقمي)

- Importance of Communication: Communication is one of the most important skills in our daily lives, whether at school, work, or online. With technology, we now have different digital communication methods.
  - Methods of Digital Communication:

    1. Synchronous Communication (الاتصال المتزامن):

    - Happens in real-time (at the same moment).
    - Replies are exchanged instantly.
    - Used when: We need a quick discussion or direct teamwork.
    - Examples: Voice calls, Instant messaging (Chat), and Video calls.

    2. Asynchronous Communication (الاتصال غير المتزامن):

    - Happens at different times.
    - Gives us time to think and respond calmly.
    - Used when: The topic needs review/thought or doesn't need an immediate reply.
    - Examples: E-mail and Educational forums.

  - *Note:* Both methods are important; choose the right one based on the situation.
  - Digital Communication Ethics (أخلاقيات التواصل):

    1. Do not send too many or repetitive messages that annoy others.
    2. Use polite words and speak kindly.
    3. Do not use emojis or images inappropriately.
    4. Respect others' opinions.

  - Good Communication & Collaboration:
    - Helps build good relationships with colleagues.
    - Facilitates digital collaboration in shared projects.
    - By speaking with respect and helping each other, we become a successful team and finish work quickly with a positive spirit.
- Conclusion: When we use digital communication responsibly and politely, we apply the values of Cooperation and Digital Assistance, making our digital environment safer and more respectful for everyone.

Model (1)

Q1: Put (✓) for true and (✗) for false statements:

1. Synchronous communication happens at different times. ( )
2. Video calls are an example of synchronous communication. ( )
3. E-mail is used for urgent matters that need an instant reply. ( )
4. Respecting others' opinions is a part of digital ethics. ( )
5. Digital communication helps us collaborate on school projects. ( )
6. Sending many repetitive messages is considered polite behavior. ( )
7. Educational forums are a type of asynchronous communication. ( )
8. You should use polite words when communicating online. ( )

Q2: Choose the correct answer from the four options:

1. Communication that happens in the "same moment" is called _____.
   (a) Slow (b) Synchronous (c) Asynchronous (d) Delayed
2. An example of asynchronous communication is _____.
   (a) Video call (b) Instant chat (c) E-mail (d) Phone call
3. We use _____ communication when we need a quick discussion.
   (a) Synchronous (b) Asynchronous (c) Offline (d) Letter
4. Using _____ words is one of the ethics of digital communication.
   (a) Mean (b) Polite (c) Loud (d) Hard
5. Digital communication is important at school, work, and _____.
   (a) Online (b) Sleep (c) Dreaming (d) Space
6. To respond "calmly" after thinking, it is better to use _____.
   (a) Instant chat (b) Asynchronous tools (c) Video call (d) Radio
7. Collaboration between team members leads to _____ work.
   (a) Slowing (b) Finishing (c) Stopping (d) Failing

Model (2)

Q1: Put (✓) for true and (✗) for false statements:

1. Instant messaging allows for the immediate exchange of replies. ( )
2. You should use images and emojis in an inappropriate way. ( )
3. Asynchronous communication is useful when a topic needs review. ( )
4. A successful team communicates with respect and positive spirit. ( )
5. Voice calls are considered a form of asynchronous communication. ( )
6. Good communication helps build good relationships with peers. ( )
7. Digital ethics only apply to face-to-face talking. ( )
8. Choosing the right communication tool depends on the situation. ( )

Q2: Choose the correct answer from the four options:

1. If you want to send a message to a teacher about a project, use _____. (a) E-mail (b) Video game (c) Shouting (d) Rumors
2. _____ messaging is a synchronous tool for quick chats.
   (a) Delayed (b) Instant (c) Postal (d) Old
3. When we help each other online, we apply the value of _____.
   (a) Selfishness (b) Cooperation (c) Piracy (d) Ignorance
4. Asynchronous communication allows you to _____ before replying.
   (a) Sleep (b) Think (c) Forget (d) Delete
5. Which of these is a SYNCHRONOUS tool?
   (a) Forum (b) E-mail (c) Video Call (d) Letter
6. A responsible digital citizen avoids _____ others with many messages. (a) Helping (b) Annoying (c) Teaching (d) Saving
7. Digital collaboration is easier when using _____ tools.
   (a) Broken (b) Communication (c) Ancient (d) Paper

Model (3)

Q1: Put (✓) for true and (✗) for false statements:

1. Synchronous communication is always better than asynchronous. ( )
2. Respecting digital ethics makes the internet a safer place. ( )
3. You can use asynchronous communication for non-urgent tasks. ( )
4. Building good relationships is a result of positive communication. ( )
5. Emojis can sometimes be misunderstood if used inappropriately. ( )
6. Real-time teamwork requires asynchronous tools. ( )
7. Digital citizenship includes being polite in all digital methods. ( )
8. Team success depends on the speed of response only. ( )

Q2: Choose the correct answer from the four options:

1. What is the best tool for an URGENT emergency talk?
   a) E-mail (b) Phone Call (c) Forum post (d) Letter
2. Responsible digital behavior helps create a _____ environment.
   (a) Dangerous (b) Safe (c) Chaotic (d) Scaring
3. Asynchronous communication is "Asynchronous" because it's ____.
   (a) Fast (b) Not at the same time (c) Expensive (d) Only for games
4. Which value is shown when we respect others' opinions online?
   (a) Respect (b) Mockery (c) Greed (d) Laziness
5. Teams finish work faster when they have a _____ spirit.
   (a) Negative (b) Positive (c) Angry (d) Sad
6. Educational forums allow students to discuss topics at _____ times.
   (a) Exact (b) Different (c) Same (d) Zero
7. Digital ethics mean treating others with _____ online.
   (a) Fear (b) Dignity/Politeness (c) Hate (d) Noise

Unit 4: My Digital Project

Lesson 1: Recovering My Deleted Files

(الدرس الأول: استعادة ملفاتي المحذوفة)

1. Recovering Files from the Computer

There are two main ways to recover deleted files:

A. Recovery from the Recycle Bin (The first and easiest step):

1. Open the Recycle Bin icon on the desktop.
2. Search for the file or folder you want to recover.
3. Right-click on the file and choose Restore.
4. The file will immediately return to its original location.

- Note: This works only if you haven't emptied the Recycle Bin or used Shift + Delete.

B. Types of Deletion:

- Temporary Deletion: By pressing Delete on the keyboard or right-clicking and choosing Delete. (Files go to the Recycle Bin).
- Permanent Deletion: By pressing Shift + Delete or deleting the file from inside the Recycle Bin. (Files are removed from the Bin).

2. Advanced Recovery Using External Software

If files are permanently deleted or the disk is formatted, you must use specialized data recovery software.

- Important Warning: Stop using the drive immediately to avoid overwriting the lost data.

General Steps to Use Recovery Software:

1. Choose a Program: Such as Recuva (Free and easy) or Disk Drill.
2. Installation: Install the program on a different drive from the one you are recovering from (e.g., if files were lost from drive C, install the program on drive D).

3. Select Location: In the program interface, choose the storage unit (Drive C, D, USB, or Recycle Bin).
4. Start Scan: Use Deep Scan for better results, even if it takes more time.
5. Preview and Recover:
   - The program shows a list of files and their status: □ Good or □ Poor.
   - Preview the files (photos/documents) before recovering.
   - Select the files and click Recover.
6. Save Location: Save the recovered files to a new location (a different drive).

Model (1)

Q1: Put (✓) for true and (✗) for false statements:

1. The Recycle Bin is the first place to look for temporarily deleted files. ( )
2. Pressing "Shift + Delete" sends files to the Recycle Bin. ( )
3. Recuva is an example of a data recovery program. ( )
4. You should install recovery software on the same drive where files were lost. ( )
5. "Restore" returns the file to its original location on the computer. ( )
6. A "Deep Scan" takes less time than a regular scan. ( )
7. You must stop using the drive immediately after losing files. ( )
8. Files deleted from the Recycle Bin are considered permanently deleted. ( )

Q2: Choose the correct answer from the four options:

1. To recover a file from the Recycle Bin, we right-click and choose _____. (a) Delete (b) Restore (c) Copy (d) Rename
2. Which keyboard shortcut is used for permanent deletion?
   (a) Shift + Delete (b) Ctrl + C (c) Alt + F4 (d) Ctrl + Z
3. If files are deleted permanently, we use _____ recovery software.
   (a) Writing (b) Painting (c) Advanced (d) Chatting
4. When a program shows a □ circle next to a file, it means the status is _____. (a) Bad (b) Good (c) Empty (d) Missing
5. For better results in finding old files, it is preferred to use _____.
   (a) Quick Scan (b) Deep Scan (c) No Scan (d) Delete
6. After recovery, you should save files on a _____ drive.
   (a) Same (b) Different (c) Broken (d) Hidden
7. Recuva and _____ are tools used to recover lost data.
   (a) Disk Drill (b) Google Chrome (c) PowerPoint (d) Windows Media

Model (2)

Q1: Put (✓) for true and (✗) for false statements:

1. Recovered files should be saved in their original location immediately. ( )
2. Temporary deletion happens when you press only the "Delete" key. ( )
3. Disk Drill is a program used to design websites. ( )
4. You can preview photos before clicking "Recover" in most programs. ( )
5. Emptying the Recycle Bin makes files easier to find without software. ( )
6. The Recycle Bin icon is usually found on the Desktop. ( )
7. Deep Scan helps find files that were deleted a long time ago. ( )
8. Overwriting data happens if you continue using the drive after losing files. ( )

Q2: Choose the correct answer from the four options:

1. To start searching for files in Recuva, you must click on _____.
   (a) Exit (b) Scan (c) Format (d) Install
2. Temporary deleted files are stored in the _____.
   (a) CPU (b) Recycle Bin (c) Hard Disk (d) Keyboard
3. Installing the program on a different drive prevents _____ over lost data. (a) Writing (b) Drawing (c) Singing (d) Calling
4. Advanced recovery is needed after a disk _____.
   (a) Format (b) Shutdown (c) Cleaning (d) Purchase
5. The status □ in recovery programs indicates that the file is _____.
   (a) Excellent (b) Poor (c) New (d) Large
6. You can recover files from a _____ using specialized software.
   (a) USB Drive (b) Printer (c) Scanner (d) Speaker
7. Clicking "Restore" is part of the _____ recovery method.
   a) Complex (b) Basic/Easiest (c) Impossible (d) Hardware

Model (3)

Q1: Put (✓) for true and (✗) for false statements:

1. Permanent deletion means the file is completely removed from the Recycle Bin. ( )
2. A good digital citizen knows how to manage and protect their files. ( )
3. You can only recover files if the computer is turned off. ( )
4. Previewing files helps you ensure they are not corrupted before saving. ( )
5. Advanced recovery programs can recover files from formatted drives. ( )
6. Using "Delete" from inside the Recycle Bin is a form of temporary deletion. ( )
7. High-quality recovery tools like Recuva can be downloaded from the internet. ( )
8. It is impossible to recover any file once it is deleted with Shift + Delete. ( )

Q2: Choose the correct answer from the four options:

1. Why should we stop using the drive after losing files?

   (a) To save power (b) To avoid overwriting data

   (c) To cool the PC (d) To fix the screen

2. Which feature takes longer but finds more files?

   (a) Deep Scan (b) Quick Search (c) Regular Delete (d) Restarting

3. A responsible student _____ their important files to avoid losing them. (a) Deletes (b) Backs up (c) Hides (d) Ignores

4. Where does the file go after clicking "Restore"?

   (a) New folder (b) Original location (c) Desktop (d) USB

5. To recover files from drive D, install the program on _____.

   (a) Drive D (b) Drive C (c) No drive (d) Printer memory

6. Specialized recovery software is the solution for _____ deletion.

   (a) Temporary (b) Permanent (c) Daily (d) Accidental

7. The art of recovering files is part of being a _____ digital citizen.

   (a) Bad (b) Skillful (c) Slow (d) Careless

Lesson 2: How We Collect and Organize Our Data

(الدرس الثاني: كيف نجمع وننظم بياناتنا)

- Data Concept: Data is a set of raw information that we use to understand a specific topic or answer a question.
  - *Example:* To know the most favorite fruit of your classmates, you need to collect data from students to know their opinions.

- Data Processing:

1. Collecting Data: Data can be collected through several methods:
   - Asking questions.
   - Direct observation.
   - Books and websites.
   - *Note:* It is important to choose the appropriate method based on the type of information.
2. Verifying Data Accuracy: Before presenting data, you must ensure it is correct and accurate.
   - Always review sources and make sure the information is up-to-date.
   - ⚠ If data is incorrect or from unreliable sources, the results will be inaccurate.
3. Organizing and Presenting Data: After collecting data, it needs to be organized clearly to make it easier to understand.

- Best Ways to Organize and Present Data:

- Tables: Organize numbers or results by placing them in rows and columns.
- Charts (Graphs): Show results visually in a beautiful and easy-to-read way.

- Microsoft Excel:
  - An excellent tool for organizing data quickly.
  - Makes information presentation more accurate and attractive.
  - Allows entering numbers, designing tables, and creating charts with a few clicks.

- Presenting Data Attractively: Converting raw information (scattered numbers) into organized data helps in:
  - Understanding and making correct decisions.
  - Tips: Use colors, titles, and legends (labels) to help the reader notice the differences between parts of the chart or table.
- Important Note (Creating a Chart in Excel):
  1. Select the data you want to represent.
  2. Choose the appropriate chart from the Insert menu.

Model (1)

Q1: Put (✓) for true and (✗) for false statements:

1. Data is a set of raw information used to understand a topic. ( )
2. Microsoft Excel is a program used only for drawing pictures. ( )
3. Asking questions is one of the ways to collect data. ( )
4. You don't need to verify the accuracy of data before presenting it. ( )
5. Tables organize data into rows and columns. ( )
6. Charts show results visually and are easy to read. ( )
7. Reliable sources always provide inaccurate results. ( )
8. To create a chart in Excel, you use the "Home" menu. ( )

Q2: Choose the correct answer from the four options:

1. A set of raw information is called _____.
   (a) Colors (b) Data (c) Games (d) Hardware
2. To organize numbers into rows and columns, we use _____.
   (a) Tables (b) Videos (c) Audio (d) Photos
3. To represent data visually in a beautiful way, we use _____.
   (a) Text only (b) Charts (c) Speakers (d) Printers
4. To create a chart in Excel, go to the _____ menu.
   (a) File (b) Edit (c) Insert (d) View
5. Data can be collected through _____.
   (a) Sleeping (b) Observation (c) Eating (d) Running
6. Using _____ helps readers notice differences in a chart.
   (a) Darkness (b) Colors (c) Noise (d) Silence
7. Excel makes the presentation of information more _____.
   (a) Accurate (b) Wrong (c) Slow (d) Complex

Model (2)

Q1: Put (✓) for true and (✗) for false statements:

1. Using up-to-date sources ensures the accuracy of your data. ( )
2. Books and websites are good places to gather information. ( )
3. Excel allows you to enter numbers and design tables easily. ( )
4. Information from unreliable sources leads to correct decisions. ( )
5. The first step to create a chart is selecting the data. ( )
6. Labels and titles make the data presentation easier to understand. ( )
7. Data processing includes collecting, verifying, and organizing. ( )
8. Collecting data about classmates' favorite food is impossible. ( )

Q2: Choose the correct answer from the four options:

1. Which program is best for creating charts and tables?
   (a) Word (b) Paint (c) Excel (d) Zoom
2. If data is taken from an unreliable source, the results will be _____.
   (a) Beautiful (b) Inaccurate (c) Fast (d) Perfect
3. Organizing data helps us to _____.
   (a) Make decisions (b) Delete info (c) Waste time (d) Forget results
4. Before presenting data, we must check its _____.
   (a) Price (b) Validity (c) Weight (d) Smell
5. Data that is visually easy to read is represented in _____.
   (a) Charts (b) Long texts (c) Hidden files (d) Records
6. In Excel, data is organized into rows and _____.
   (a) Columns (b) Circles (c) Squares (d) Dots
7. Collecting data by asking questions is a _____ method.
   (a) Direct (b) Hidden (c) Random (d) Wrong

Model (3)

Q1: Put (✓) for true and (✗) for false statements:

1. Visual data (charts) is more attractive than scattered numbers. ( )
2. Excel is a digital tool that helps process data quickly. ( )
3. You should always use the same method to collect all types of data. ( )
4. An organized table helps in understanding complex information. ( )
5. Raw data alone is enough to make a final decision without processing. ( )
6. Titles and legends are essential elements of an attractive chart. ( )
7. To insert a chart, you must first highlight the numbers in Excel. ( )
8. A responsible student uses information from official websites only. ( )

Q2: Choose the correct answer from the four options:

1. Why is verifying data important?

   (a) To waste time (b) To make it colorful

   (c) To ensure accuracy (d) To delete it

2. Converting raw numbers into a clear chart helps in _____.

   (a) Understanding (b) Hiding data (c) Confusion (d) Laziness

3. Which element helps identify different parts of a chart?

   (a) Titles and Labels (b) Mouse (c) Keyboard (d) Cables

4. Choosing the "appropriate method" for collecting data depends on the _____.

   (a) Type of info (b) Computer color (c) Room temperature (d) Font size

5. Which tool in Excel is used for visual representation?

   (a) Calculator (b) Charts (c) Eraser (d) Pen

6. Using "Insert" then "Chart" follows the step of _____.

   (a) Selecting data (b) Deleting data (c) Printing data (d) Closing Excel

7. Raw information is useless until it is _____.

   (a) Organized (b) Deleted (c) Hidden (d) Lost

Lesson 3: How to Design a Presentation that Attracts Others

(الدرس الثالث: كيف نصمم عرضاً يجذب الآخرين)

- **Multimedia and its Importance:** When presenting an idea or a project, writing information alone is not enough. We must present it in an attractive and clear way that helps the viewer understand and enjoy it at the same time. This is where Multimedia plays its role.
- **Importance of Multimedia:**
  - It makes the presentation more lively and interactive (e.g., seeing an image that explains the idea 🖼 or hearing a suitable sound ♪).
  - It helps with easy understanding and keeps information in the memory for a longer period.
- **Tools for Preparing Presentations:**
  - **Microsoft PowerPoint:** An excellent tool for creating presentations. You can create slides containing texts, images, shapes, animations, WordArt for beautiful titles, and short video clips.
  - **Movie Maker:** Can be used to create short video clips.
- **Tips for Designing a Successful Presentation:**

1. **Slides:** Should be short and clear. Each slide should contain only one idea. Arrange them logically: (Introduction -> Step-by-step info -> Conclusion/Recommendations).
2. **Colors and Fonts:** Using consistent colors and clear fonts makes the presentation comfortable for the eyes and helps with focus.
3. **Audio and Video:** Should be chosen carefully to support the idea without distracting the audience. A calm melody or suitable sound makes the presentation more impactful and beautiful.

- **The Goal of any Presentation:** To be useful and fun, to deliver the idea clearly, and to make the audience excited to listen and participate.

Model (1)

Q1: Put (✓) for true and (✗) for false statements:

1. Multimedia makes the presentation boring and less interactive. ( )
2. Each slide in PowerPoint should contain multiple complex ideas. ( )
3. Movie Maker is a program used to create short video clips. ( )
4. Using WordArt allows you to add titles in beautiful shapes. ( )
5. Presentations should start with a conclusion then the introduction. ( )
6. Images help information stay in the memory for a longer time. ( )
7. Calm background music can make the presentation more impactful. ( )
8. PowerPoint slides can only contain text without any images. ( )

Q2: Choose the correct answer from the four options:

1. To make titles look artistic and beautiful in PowerPoint, we use ___.
   (a) Video (b) WordArt (c) Delete (d) Printer
2. The best program for creating slides and presentations is _____.
   (a) Excel (b) Movie Maker (c) PowerPoint (d) Calculator
3. A successful presentation should be useful and _____ at the same time. (a) Fun (b) Sad (c) Long (d) Difficult
4. Using _____ and clear fonts makes the presentation easy to read.
   (a) Random shapes (b) Consistent colors
   (c) Dark backgrounds (d) Small dots
5. Each slide in your presentation should represent _____ idea(s).
   (a) Five (b) Many (c) Only one (d) No
6. _____ is an example of multimedia that explains ideas visually.
   (a) Images (b) Silence (c) Cables (d) Empty slides
7. Presentations should follow a _____ sequence (Introduction, Info, Conclusion).
   (a) Random (b) Logical (c) Backward (d) Fast

Model (2)

Q1: Put (✓) for true and (✗) for false statements:

1. Consistent colors help the audience focus on the presentation. ( )
2. Short and clear slides are better than long ones filled with text. ( )
3. You should choose audio and video that distract the audience. ( )
4. A presentation's goal is to make the audience excited to participate. ( )
5. Animations can be added to PowerPoint slides to make them lively. ( )
6. You should only use text when presenting a project to others. ( )
7. Short video clips can be used to support your ideas in a presentation. ( )
8. The "Conclusion" comes at the very beginning of the presentation. ( )

Q2: Choose the correct answer from the four options:

1. Multimedia includes text, images, and _____.
   (a) Audio/Video (b) Paper (c) Pens (d) Hard disks
2. When the presentation is comfortable for the eye, it uses _____.
   (a) Clear fonts (b) Very small text (c) Neon colors (d) Moving text only
3. To create a video for your project, you can use _____.
   (a) Movie Maker (b) Word (c) Excel (d) Paint
4. The part of the presentation that includes results or recommendations is the _____.
   (a) Introduction (b) Conclusion (c) Title (d) Middle
5. Multimedia helps the audience _____ the information easily.
   (a) Forget (b) Understand (c) Delete (d) Ignore
6. In PowerPoint, we use _____ to transition between different points.
   (a) Slides (b) Cables (c) Batteries (d) Screws
7. Adding a _____ melody makes the presentation more beautiful.
   (a) Loud (b) Calm (c) Scary (d) Noisy

Model (3)

Q1: Put (✓) for true and (✗) for false statements:

1. A good presentation delivers the idea clearly to the audience. ( )
2. Using too many videos can distract the audience from the main idea. ( )
3. Logic and order are not important when designing slides. ( )
4. Multimedia makes the information stay longer in our memory. ( )
5. PowerPoint is the only way to share ideas with others. ( )
6. A successful designer thinks about the viewer's comfort and enjoyment. ( )
7. The introduction should give the audience a quick idea about the topic. ( )
8. You should use a different color for every single word in your presentation. ( )

Q2: Choose the correct answer from the four options:

1. Why is "Multimedia" important in a digital project?
   (a) To waste time (b) To make it lively
   (c) To make it harder (d) To hide info
2. What should you do to keep your audience focused?
   (a) Use clear fonts (b) Use long texts
   (c) Play loud music (d) Turn off the screen
3. Which of these makes the audience excited to participate?
   (a) An attractive presentation (b) A boring list
   (c) Very fast slides (d) No images
4. PowerPoint allows adding _____ to make objects move on the slide.
   (a) Animations (b) Water (c) Paper (d) Keys
5. The presentation is considered successful when it _____ clearly.
   (a) Deletes data (b) Delivers the idea (c) Crashes (d) Ends fast
6. "Step-by-step information" happens during the _____ of the presentation. (a) Start (b) Body/Middle (c) End (d) Title page
7. Before adding a video, you must ensure it _____ the main idea.
   (a) Supports (b) Opposes (c) Deletes (d) Replaces

Lesson 4: How to Prepare a Distinguished Presentation Using PowerPoint

(الدرس الرابع: كيف أعد عرضاً مميزاً باستخدام باوربوينت)

- The Presentation: A fun and easy way to explain an idea or a topic to others using a computer. It helps us organize and clarify ideas using audio and visuals so the audience can understand and enjoy watching easily. 🎉
- Microsoft PowerPoint: One of the most famous programs used for preparing presentations. Through it, we can:
  - Create Slides to write information. 📝
  - Add images, drawings, sounds, and videos to make the presentation clearer and more attractive. 🔊
- Tips for Designing a Presentation:

1. Consistent Colors: Choose colors that do not tire the eyes. 🎨
2. Clear Fonts: Use a clear and large font that is easy to read.
3. Key Points Only: Write only the important points to keep the slide brief and focused.
4. Use Multimedia: Use audio or video to support the idea because they explain faster than words and make the presentation more exciting. 🎬

- Steps to Prepare a Distinguished Presentation:
  1. Introduction: Introduce the topic and explain its general idea.
  2. The Body (Main Presentation): Present information and important steps in an organized and clear manner.
  3. Conclusion: Summarize the presentation and provide the final result or recommendation. ✅

- Tips for a Successful Delivery:
  - Before the show: Review the presentation and make sure it is free of errors. ✍
  - Organization: Ensure that images and texts are arranged beautifully. 🖼
  - Practice: Practice in front of your colleagues or a mirror to get used to your posture and tone of voice. 🎤
  - Confidence: Practice speaking confidently because self-confidence makes the presentation more impactful and persuasive. 💪

Model (1)

Q1: Put (✓) for true and (✗) for false statements:

1. PowerPoint is used to create spreadsheets for calculations. ( )
2. Self-confidence helps in making the presentation more persuasive. ( )
3. You should write every single word you say on the PowerPoint slide. ( )
4. Multimedia like video can explain ideas faster than text alone. ( )
5. The presentation should end with a summary called the "Conclusion". ( )
6. Small and thin fonts are best for presentations to save space. ( )
7. Practicing in front of a mirror helps improve your delivery. ( )
8. Consistent colors make the presentation comfortable for the eyes. ( )

Q2: Choose the correct answer from the four options:

1. The part of the presentation where you explain the general idea is the _____. (a) Conclusion (b) Introduction (c) Body (d) Title only
2. In PowerPoint, information is written on pages called _____.
   (a) Files (b) Papers (c) Slides (d) Envelopes
3. Using ___ helps make the presentation more exciting and attractive.
   (a) Noisy sounds (b) Multimedia (c) Hidden text (d) Dark screens
4. Before the show, you must check your presentation for _____.
   (a) Games (b) Errors (c) Price (d) Weight
5. You should use a _____ font so the audience can read easily.
   (a) Small (b) Invisible (c) Large and clear (d) Light
6. The final result or recommendation is provided in the _____.
   (a) Introduction (b) Body (c) Conclusion (d) Header
7. To get used to your tone of voice, you should _____ before the presentation.
   (a) Sleep (b) Practice (c) Run (d) Eat

Model (2)

Q1: Put (✓) for true and (✗) for false statements:

1. A distinguished presentation helps organize ideas for the audience. ( )
2. You can only add text and sounds to PowerPoint slides. ( )
3. The "Body" of the presentation is where you show the main steps. ( )
4. Reviewing your slides before presenting is a waste of time. ( )
5. A successful delivery requires a good tone of voice and confidence. ( )
6. Using too many bright and clashing colors tires the audience's eyes. ( )
7. PowerPoint is the most popular software for presentations. ( )
8. Summarizing the main points happens in the introduction. ( )

Q2: Choose the correct answer from the four options:

1. To make a slide focused, you should only write _____.
   (a) Random letters (b) Key points (c) Long stories (d) Nothing
2. One of the best ways to prepare for a speech is practicing in front of _____. (a) A mirror (b) A closed door (c) The floor (d) A window
3. _____ and videos support your ideas better than just talking.
   (a) Audio clips (b) Broken links (c) Blank pages (d) Cables
4. When images and texts are arranged beautifully, the presentation is _____. (a) Organized (b) Messy (c) Complex (d) Hard to see
5. Which program allows you to add animations to your project?
   (a) Excel (b) PowerPoint (c) Paint (d) Calculator
6. Confidence makes the audience more _____ by your presentation.
   (a) Angry (b) Persuaded (c) Tired (d) Bored
7. A presentation is a way to explain a topic using a _____.
   (a) Computer (b) Radio (c) Printer (d) Camera

Model (3)

Q1: Put (✓) for true and (✗) for false statements:

1. Effective presentations depend on both design and delivery skills. ( )
2. The conclusion is where the audience learns the topic for the first time. ( )
3. Visuals like images make the information clearer and easier to understand. ( )
4. You don't need to practice if you have a very well-designed slide. ( )
5. Logical steps (Intro -> Body -> Conclusion) help the audience follow you. ( )
6. Professional digital citizens check their work for spelling and design errors. ( )
7. Multimedia should be used randomly even if it doesn't support the idea. ( )
8. Self-confidence can be improved through training and practice. ( )

Q2: Choose the correct answer from the four options:

1. Why is it better to use "Key Points" instead of full paragraphs?
   (a) To save electricity (b) To keep the slide brief
   (c) To hide info (d) To use more slides
2. Which of these is a sign of a professional presentation?

(a) Consistent colors (b) Crowded text (c) Spelling errors (d) No images

3. The main goal of using a computer for presentations is to _____.
   (a) Play games (b) Clarify ideas (c) Shutdown (d) Print papers
4. If you are nervous, you should _____ to become more influential.
   (a) Practice confidently (b) Hide (c) Speak very fast (d) Be silent
5. What happens during the "Body" of the presentation?

(a) Saying goodbye (b) Presenting information (c) Greeting only (d) Summary

6. Good arrangement of images and texts is called _____.
   (a) Organization (b) Confusion (c) Piracy (d) Coding
7. A distinguished presentation is one that is enjoyable and _____.
   (a) Slow (b) Clear (c) Empty (d) Boring

Lesson 5: How to Design a Simple and Attractive Website

(الدرس الخامس: كيف أصمم موقعاً بسيطاً وجذاباً)

- The Web Page: It is the place we see when visiting a website on the internet. It consists of:
  - Texts: To help the visitor read. 🕮
  - Images: To clarify the idea. 🖼
  - Links: To help the visitor move from one page to another easily. 🔗
  - Each website contains many web pages, and each page offers specific content or ideas.
- HTML Language:
  - It is the basic language used to write and design websites.
  - It is used to define titles 🏷, write texts ✍, place images 🖼, and add links 🔗.
- Tips for Creating a Web Page:
  1. Simplicity and Ease of Use: To avoid confusing the visitor. ✨
  2. Consistent Colors: Choose non-annoying colors that are comfortable for the eye. 🎨
  3. Clear Title: Place a clear title at the top of the page that reflects its content. 🏷
  4. Suitable Images: Use images that support the displayed idea. 🖼
  5. Working Links: Ensure all links work correctly. 🔗
- Evaluating a Web Page: After finishing the design, you should:
  - Review and test the page as if you were a visitor. 🌐

- Ensure the page is easy to use, attractive, clear, and well-organized.
- Remember: Good design isn't just about beauty; it must be useful, easy to browse, and encouraging for users to return.

- HTML Codes (Tags):
  - <h1>: For writing a large and clear title.
  - <p>: For adding a text paragraph.
  - <img>: For adding an image.
  - <a>: For adding a link to another site.

Model (1)

Q1: Put (✓) for true and (✗) for false statements:

1. HTML is the basic language used to create web pages. ( )
2. A web page consists only of images without any text. ( )
3. The <h1> tag is used to write a large and clear title in HTML. ( )
4. Using many inconsistent colors makes the website better. ( )
5. Links help visitors move between different pages easily. ( )
6. You should test your web page as a visitor after designing it. ( )
7. The <p> tag is used to add an image to the web page. ( )
8. A good web page should be useful and easy to browse. ( )

Q2: Choose the correct answer from the four options:

1. The language used to design and build websites is _____.
   (a) Excel (b) HTML (c) PowerPoint (d) Word
2. To add a link to another website in HTML, we use the tag _____.
   (a) <img> (b) <h1> (c) <p> (d) <a>
3. A _____ at the top of the page should express the page's content. (a) Clear title (b) Hidden link (c) Small dot (d) Random color
4. The tag used to add a paragraph of text is _____.
   (a) <a> (b) <img> (c) <p> (d) <h1>
5. To add an image to your web page, use the tag _____.
   (a) <img> (b) <a> (c) <h1> (d) <p>
6. Web pages consist of texts, images, and _____.
   (a) Links (b) Cables (c) Batteries (d) Hardware
7. Design should be _____ to avoid confusing the visitor.
   (a) Complex (b) Simple (c) Crowded (d) Dark

Model (2)

Q1: Put (✓) for true and (✗) for false statements:

1. You must ensure that all links on your web page work correctly. ( )
2. The <img> tag is used to define the main title of the page. ( )
3. A good web page encourages the user to return to it again. ( )
4. HTML allows you to place images and write texts on the internet. ( )
5. Simplicity is not important when designing a professional website. ( )
6. The <a> tag helps in navigating to other websites. ( )
7. Consistent colors are more comfortable for the visitor's eye. ( )
8. Evaluation means checking if the page is easy to use and clear. ( )

Q2: Choose the correct answer from the four options:

1. When a visitor enters a website, they see a _____.
   (a) Keyboard (b) Printer (c) Web page (d) CPU
2. To write a title that is big and clear, use _____.
   (a) <h1> (b) <img> (c) <a> (d) <p>
3. One tip for a successful web page is using _____ images.
   (a) Random (b) Suitable (c) Hidden (d) Broken
4. Designing a website is used to show a school _____ or an idea.
   (a) Project (b) Game (c) Cable (d) Screen
5. After designing, you should review the page as if you were a _____.
   (a) Visitor (b) Computer (c) Mouse (d) Printer
6. Which tag is used for text paragraphs?
   (a) <h1> (b) <img> (c) <p> (d) <a>
7. A well-organized web page is _____ to browse.
   (a) Hard (b) Easy (c) Impossible (d) Slow

Model (3)

Q1: Put (✓) for true and (✗) for false statements:

1. HTML codes like <h1> and <p> help organize the content. ( )
2. Good design only focuses on beauty and ignores usefulness. ( )
3. Each web page in a website should present a specific idea. ( )
4. Using broken links makes the website more professional. ( )
5. Consistent colors and clear titles help the visitor understand the page. ( )
6. HTML is a tool that allows students to express themselves digitally. ( )
7. A page that is hard to browse will make visitors stay longer. ( )
8. <img> and <a> are examples of HTML tags for multimedia and links. ( )

Q2: Choose the correct answer from the four options:

1. Why is HTML important for the internet?

   (a) It fixes computers (b) It builds web pages
   (c) It prints papers (d) It saves battery

2. If the links on a page do not work, the page is _____.

   (a) Excellent (b) Poorly designed (c) Very fast (d) Useful

3. What is the benefit of the <a> tag?

   (a) It adds a photo (b) It connects pages
   (c) It makes text big (d) It adds a paragraph

4. A responsible digital citizen creates web pages that are _____.

   (a) Truthful and useful (b) Fake (c) Misleading (d) Empty

5. The <h1> tag makes the text look like a _____.

   (a) Small note (b) Main heading (c) Link (d) Image

6. Simplicity in design helps the visitor feel _____.

   (a) Confused (b) Comfortable (c) Angry (d) Lost

7. To support your idea visually on a web page, you should use _____.

   (a) Images (b) Silence (c) Only text (d) Dark colors

Lesson 6: From an Idea to a Digital Project

(الدرس السادس: من فكرة إلى مشروع رقمي)

- Steps to Create a Digital Project:
  1. The beginning of the Idea.
  2. Collecting digital resources.
  3. Analyzing project needs.
  4. Distributing roles to the team.
  5. Project execution time. □
- 1. The Beginning of the Idea:
  - Every digital project starts with a clear idea.
  - Examples: A website about animals, a presentation about garden plants, or a short video about a school activity.
  - Action Plan: After defining the idea, set a plan: What needs to be done? Who will do it? When will it be finished? This prevents conflicts within the team.
- 2. Collecting Digital Resources:
  - Prepare the necessary tools:
    - Devices: Computer, Tablet. 💻
    - Software: Word, PowerPoint. 📄 □
    - Media: Images, Audio files. ♪
    - Internet Connection: For research and sharing. 🌐
- 3. Analyzing Project Needs:
  - Analyze requirements before execution: type of data (texts, images, numbers) and the tools needed to organize them. This reduces surprises during work.
- 4. Distributing Roles to the Team:

- Roles must be clear: Who will research? Who will write? Who will prepare images? Who will present?

- 5. Project Execution Time:
  - Set a specific time for each task (e.g., one day for research, two days for design). Organizing time ensures finishing the project on its deadline.
- During Execution:
  - Work step-by-step according to the plan.
  - Review work regularly.
  - Present the project to others to get feedback and improve it.
- Importance of Organized Teamwork:
  - Everyone has a clear role that completes others.
  - Projects are finished faster and with better quality.
  - It makes the project successful, fun, and teaches responsibility. ✓

Model (1)

Q1: Put (✓) for true and (✗) for false statements:

1. A digital project starts with a clear idea. ( )
2. Only one person should do everything in a digital project. ( )
3. PowerPoint is a software resource used in digital projects. ( )
4. Setting a specific time for each task is not important. ( )
5. Distributing roles helps avoid conflicts between team members. ( )
6. An action plan answers "Who will execute each step?". ( )
7. Analyzing project needs should happen after finishing the project. ( )
8. Digital resources include devices, software, and media. ( )

Q2: Choose the correct answer from the four options:

1. Every project begins with a clear _____.
   (a) Result (b) Idea (c) Error (d) Problem
2. To research information for your project, you need _____.
   (a) Internet connection (b) A printer only (c) Silence (d) A camera only
3. Determining who will write the text is part of _____.
   (a) Finishing (b) Distributing roles (c) Deleting (d) Coding
4. A _____ explains "What", "Who", and "When" for each step.
   (a) Plan (b) Game (c) Video (d) Password
5. Images and audio files are examples of _____.
   (a) Hardware (b) Media (c) Tools (d) Cables
6. Organizing _____ helps the team meet the project deadline.
   (a) Time (b) Clothes (c) Food (d) Games
7. Reviewing your work regularly helps in _____ the project.
   (a) Failing (b) Improving (c) Closing (d) Ignoring

Model (2)

Q1: Put (✓) for true and (✗) for false statements:

1. Using tablets and computers is part of collecting resources. ( )
2. A video about a school activity is an example of a digital project. ( )
3. You should present your project to others to get feedback. ( )
4. Analyzing needs helps in reducing surprises during execution. ( )
5. Step-by-step work according to the plan is the best way to succeed. ( )
6. Teamwork makes the project quality lower and slower. ( )
7. Writing the text is a role that can be assigned to a team member. ( )
8. Digital resources are gathered after the project is completely finished. ( )

Q2: Choose the correct answer from the four options:

1. If you need to write a report for your project, you use _____.
   (a) Word (b) Paint (c) Youtube (d) Zoom
2. Setting "two days for design" is part of determining _____.
   (a) Execution time (b) The idea (c) The name (d) The color
3. When everyone has a clear role, it is called _____.
   (a) Random work (b) Organized teamwork (c) Loud work (d) Lazy work
4. Analyzing if the project needs texts or numbers is part of ___ needs.
   (a) Analyzing (b) Deleting (c) Buying (d) Printing
5. Digital resources include _____ like computers and tablets.
   (a) Devices (b) Papers (c) Pens (d) Desks
6. A project is successful when it is useful and _____.
   (a) Boring (b) Enjoyable (c) Secret (d) Empty
7. The first step after defining the idea is putting an _____.
   (a) Action plan (b) End (c) Advertisement (d) Error

Model (3)

Q1: Put (✓) for true and (✗) for false statements:

1. Digital projects help students learn how to take responsibility. ( )
2. A plan prevents team members from doing the same work by mistake. ( )
3. You should ignore others' feedback to keep your project as it is. ( )
4. Any digital project requires both hardware and software. ( )
5. Good time management is a sign of a successful team. ( )
6. The idea of the project must be clear before you start gathering tools. ( )
7. Collecting resources is the very last step in a digital project. ( )
8. Teamwork allows each person to complete the work of others. ( )

Q2: Choose the correct answer from the four options:

1. Why is an "Action Plan" useful?
   (a) To waste time (b) To work organized (c) To play (d) To draw
2. Which of these is a SOFTWARE resource?
   a) Mouse (b) PowerPoint (c) Keyboard (d) Screen
3. If a team finishes on time, they managed their _____ well.
   (a) Time (b) Money (c) Food (d) Sleep
4. A responsible team member _____ their part of the work.
   (a) Finishes (b) Ignores (c) Deletes (d) Forgets
5. Presenting to others helps you discover how to _____ your work.
   (a) End (b) Enhance/Improve (c) Hide (d) Damage
6. "Who will present the project?" is a question asked during _____.
   (a) Role distribution (b) Buying tools (c) Sleeping (d) Typing
7. Digital projects are a way to express our _____ in a modern way.
   (a) Ideas (b) Hunger (c) Tiredness (d) Silence